
PDF Form Instructions

Software Requirements

To view, complete and print fillable forms you will need the freely available Acrobat 5.0 Reader (or later) software installed on your computer. The Adobe Acrobat 5.0 Reader can be downloaded at <http://www.adobe.com/products/acrobat/readstep2.html>.

Acrobat Reader does not allow you to save your completed, or partially completed, forms to a disk or on your computer. The ability to save completed, or partially completed, forms is available commercially with the Adobe Acrobat 5.0 (or later) product(s). You cannot save a completed fillable form in Acrobat Reader. Therefore, please make sure that you print a copy for your records.

Form Instructions

Complete the attached fillable PDF form in Acrobat Reader, and then print it. Unfortunately, it is not possible to email back or save the completed form as a file from Acrobat Reader.

If You Are Using A Full Acrobat 5.0 (or later) Version. If you have purchased the complete version of Acrobat 5.0 (or later) you may return the filled out form via email, or save the completed form electronically.

Cursor/pointer. When opening a fillable PDF form, set the cursor to the Hand Tool. When the mouse pointer is over a data entry field, the Hand Tool will change to the I-beam pointer. Click the mouse to insert the cursor into the data entry field. Over a check box, the Hand Tool will change to a Pointing Finger. Click the mouse to check the box.

In **Amount fields**, do not use commas or dollar signs when entering an amount. Except when reporting actual expenditures, do not include cents. On leaving an amount field, the PDF form will add the commas to display the amount.

In **Date fields**, use slashes, periods, hyphens, or blanks as separators when entering a date. Enter date in Month/Day/Year order (4 digit year). On leaving the date field, the PDF form will convert the separators to slashes.

In **Telephone Number fields**, use hyphens, periods, or blanks (but not slashes) as separators. Use the (999) 999-9999 format. Extensions can not be included. On leaving the telephone number field, the PDF form will convert telephone number display to (999) 999-9999 format.

For **Check Boxes**, click the mouse or use the Enter/Return key to check a check box. To remove a check, either re-check the box, or check another box in the related pair/group of check boxes.

Printing Instructions

If the fillable form is displayed within your web browser's window be sure to **use the printer button on the Acrobat toolbar** menu to print the form **instead of** your web browser's print function.